

## SECTION 1 INTRODUCTION

### A. Applicability

This Employee Handbook shall apply to all teachers, counselors, librarians, nurses, and all others employed in a professional capacity, except it does not apply to the superintendent, principals, non-professional employees, or any substitute employees.

### B. Effect of Employee Handbook

This Employee Handbook is not intended to imply any contract of employment or any contractual rights. This Employee Handbook manual does not represent a contractual obligation on the part of the Columbus Community School District or its duly authorized representatives. It is each employee's responsibility to become familiar with the policies and procedures of this organization.

This Employee Handbook shall be maintained solely by the District. The Board of Directors of the Columbus Community School District and/or the District's administration has the ability to interpret and imply provisions of the Employee Handbook.

### C. Effective Dates

This Employee Handbook shall be effective upon being approved or accepted by the Board of Directors of the Columbus Community School District or its duly authorized representatives. It shall be in effect for the duration of the school year in which it was approved, unless it is modified using appropriate procedures, including providing notice to all employees covered by this Employee Handbook.

### D. Savings Clause

Should any section or language of this Employee Handbook be declared illegal by a court of competent jurisdiction, then that section or language shall be deleted from this Employee Handbook to the extent that it violates the law. The remaining sections and language shall remain in full force and effect.

### E. Definitions

1. The term "Board", as used in this handbook, shall mean the Board of Directors of the Columbus Community School District or its duly authorized representatives.
2. The term "District", as used in this handbook, shall mean the Columbus Community School District.
3. The term "employee", as used in this handbook, shall mean all teachers, counselors, librarians, nurses, and all others employed in a professional capacity.

The term shall not mean the superintendent, principals, non-professional employees, or any substitute employees.

## SECTION 2 MANAGEMENT RIGHTS

All functions, rights, powers or authority of the administration of the District and the Board, as set forth and established by constitutional provisions, ordinance, charter or special act are retained by the Board.

## SECTION 3 ASSOCIATION RIGHTS

- A. The Association shall have the right to hold a reasonable number of meetings on District property after regular school hours provided such meetings in no way interfere with any aspect of the instructional program. Any out-of-pocket expenses to the District resulting from such meetings will be borne by the Association. As appropriate, such meetings will be scheduled with the District office.

The Association shall have the right to use faculty mailboxes, school telephone and e-mail at no cost to the District, for the reasonable volume of appropriate announcements relating to the conduct of Association business on behalf of employees.

The Association shall be provided with bulletin board space in each school. Only authorized representatives of the Association will use bulletin board space for Association announcements and all materials posted will relate only to the Association's official business.

## SECTION 4 GRIEVANCE PROCEDURE

- A. Definition

A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this handbook.

A formal written grievance must be filed with the principal within twenty (20) contract days from the time of the occurrence of the event being grieved

Every employee covered by this handbook shall have the right to present grievances in accordance with these procedures.

It is agreed that any investigation, or other handling or processing of any grievance by the employee, shall be conducted after school hours so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the employee or of other employees, unless mutually agreed upon by the employee and the Superintendent or designee.

B. Procedure Steps

First Step. An attempt shall be made to resolve any grievance in informal verbal discussion between the employee and the employee's principal.

Second Step. If the grievance cannot be resolved informally, the employee shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievance, and shall state the remedy requested. The filing of the formal written grievance at the second step must be within twenty (20) contract days from the date of occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the employee and the Superintendent within ten (10) contract days after receipt of the grievance.

Third Step. In the event a grievance has not been satisfactorily resolved at the second step, the employee shall file, within five (5) contract days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) contract days after such written grievance is filed, the employee and the Superintendent or the Superintendent's designee shall meet to resolve the grievance. The Superintendent or the Superintendent's designee shall file an answer within ten (10) contract days of the third step grievance meeting and communicate it in writing to the employee and the principal.

Fourth Step - If the grievance is not resolved satisfactorily at step three, there shall be available a fourth step of presentation to the board. The employee may submit, in writing, a request on behalf of the employee to the Superintendent within twenty (20) contract days from receipt of the step three answer to present the employee's grievance to the Board. The employee and the administration shall present their arguments to the board for a decision. The decision of the Board will be final.

## SECTION 5 EMPLOYEE WORK YEAR, HOURS AND HOLIDAYS

- A. In addition to the State required days of instruction, there shall be five (5) work or in-service days.
- B. The arrival and departure times for all employees shall be so that they are ready for duty in the building they are assigned at the starting and ending time of the day. Roundy Elementary employee starting and ending times are 7:45 a.m. to 3:45 p.m. and Secondary Building employee starting and ending times 7:30 a.m. to 3:30 p.m. In the case of an employee who is split between buildings, the building principal shall designate which building time the employee will follow. Faculty meetings, in-service or scheduled duties may require a reasonable amount of extra time, but may not exceed one hour after the building ending times.

- C. Employees with co-curricular and extra duty roster responsibilities, with the building principal's permission, may leave their building prior to the end of the employee's contract day.
- D. Employees with building principal's permission may attend District activities prior to the end of the employee's contract day.
- E. On days preceding holiday breaks, the employee day shall end at the close of the students' day, if all responsibilities have been fulfilled.
- F. Employees will be surveyed to help determine the holidays and vacations on which school will be closed.
- G. Each employee shall have at least a daily 30-minute duty-free lunch. In addition to a duty-free lunch time and to any time free from assigned duties before and after the pupil's day, employees shall have at least 200 minutes of duty-free preparation time each week. During the employee's lunch period, upon notification of the building principal or the building principal's designee, the employee is permitted to leave the building.
- H. If an employee substitutes during the employee's prep time, the employee will receive compensation for that time beyond regular pay. The school day will be divided into eight (8) segments. The compensation will be in segments of 1/8 of that year's base pay per diem.

SECTION 6 LEAVES

A. Sick Leave

A full-time employee shall be entitled to sick leave, granted in minimum units of one-half (1/2) day, in the following graduated scale:

1st year of employment	12 days
2nd year of employment	13 days
3rd year of employment	14 days
Beyond 3 years of employment	15 days

The above amount applies only to consecutive years of employment in the District and unused portions may be accumulated only to a maximum total of one hundred twenty (120) days. Nine (9) of those sick leave days may be used for the illness of a spouse, child, parent, parent-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, grandparent-in-law, brother, sister, brother-in-law, sister-in-law, or dependents living in the employee's home.

If an employee leaves the employment of the District and later returns as an employee of the District, accumulated sick leave of the first employment shall not be transferred to the

second employment, unless the employee has been granted a leave of absence or has been subject to staff reduction.

Sick leave shall be paid where doctor appointment or illness or injury results in an inability to work to the extent of the unused, accumulated sick leave of the employee. The Superintendent or his/her designee may require such proof as the Superintendent deems best.

Employees of the District are entitled to unpaid family and medical leaves to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993.

B. Bereavement Leave

Five (5) school days of bereavement leave will be allowed for the funeral of the following relatives of the employee (not cumulative): husband or wife; child; parent; other relative living in same house as employee; parental-in-law, son-in-law daughter-in-law; niece or nephew; grandparents, grandchildren, grandparent-in-law; brother, sister, brother-in-law, sister-in-law; other relatives standing in loco parentis, provided the leave is approved by the Superintendent; and aunt or uncle.

C. Personal Leave

A full-time employee shall be granted three (3) days of personal leave yearly. Employees will have one (1) unused personal leave day automatically rolled over to the following year. This accumulation cannot exceed four (4) personal leave days in anyone year. Any personal days remaining beyond one (1) will be purchased back by the district at rate of \$50 per day (full days only).

D. Miscellaneous Leave

Employees may be granted other leaves of absence for good reason with pay or without pay upon making a written request to the Superintendent.

E. Jury Duty

Any employee called for jury duty during school hours may be released with pay. However, any payment received for jury duty, other than reimbursed mileage, shall be paid to the District.

F. Absence Not Covered By Leave

One per diem shall be deducted for any day of absence not covered by leave.

G. Maternity Leave

Pregnancy related disability or adoption of a child is entitled to sick leave in the same manner and to the same extent as any other disability. A leave of absence beyond the time of medical confinement for pregnancy and childbirth may be granted without salary or sick leave benefits for a period not to exceed one year.

## SECTION 7 EMPLOYEE EVALUATION

The evaluation process of employees involves placing employees in one of three different tiers. Each tier has a specific purpose and reason. Within four (4) weeks of the beginning of each school year, employees shall be notified by a member of the administrative staff of their tier placement. Specifics of the process and the forms used in the process are located in the Staff Handbook, on the district's web site, and with the Association and Administration.

The tiers are:

Tier 1. For those employees who have not yet achieved their standard license (license beyond the initial license). This tier normally last for two years (with a possible third year), after which the employee moves to Tier 2 upon demonstration of all the Iowa Teaching Standards and Criteria.

Tier 2. For those employees who have their standard license and have shown competences in the Iowa Teaching Standards and Criteria. Career Development Plans with goals based on identified building goals are the focus over a three-year cycle with a formal observation occurring in the second year of the cycle. This tier has an awareness phase for those employees who are in possible jeopardy of being placed in Tier 3.

Tier 3. For those identified Tier 2 employees who do not show competency in one or more of the Iowa Teaching Standards and Criteria. This tier is the intensive assistance phase.

All formal evaluations, having been preceded by a pre-conference, shall be conducted openly and with the full knowledge of the employee. Employees will also be informally evaluated inside and outside the classroom setting.

## SECTION 8 REDUCTION IN FORCE

The Board will examine seniority, (to be computed from the date the District Administrative Office receives the signed initial contract), certification, qualifications, evaluations, curriculum, and other pertinent information such as extra duty assignments in making its decision. Employees who are reduced in force will be notified in writing by the Board through its official agent of the Superintendent or designated administrator pursuant to law.

Certified full or part-time employees whose salary is federally funded or funded by a special grant, will have their job security dependent upon the continued funding of the federal funds or special grant.

An employee laid off because of staff reduction shall have recall rights for one (1) year. The Board will examine seniority, (to be computed from the date the District Administrative Office receives the signed initial contract), certification, qualifications, evaluations, curriculum and other pertinent information such as extra duty assignments when making the decision of possible reemployment.

## SECTION 9 TRANSFERS

### A. Voluntary Transfers

Employees who desire to change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be transferred, in order of preference. Such requests for transfers for the following year shall be submitted not later than April 1, or November 1 for the second semester, and shall be given due consideration. No application from outside the District shall be solicited until applications from current employees have been processed and the employee is notified in writing of the disposition of the application.

### B. Involuntary Transfers

An involuntary transfer or reassignment shall be made only after a meeting between the employee, building principal and the Superintendent. Written reasons for the transfer or reassignment shall be given to the employee before or at this meeting.

## SECTION 10 SALARY SCHEDULE

### A. Salary Schedules

The salary schedules for employees are set out in Schedule A and Schedule B in this handbook. When a horizontal move is made by an employee, the employee will move straight across and down one step only if available. The Board has the right to declare a moratorium on the salary of any employee and to pay above the schedule for any employee in short supply, if deemed necessary.

### B. Moving Across the Salary Schedule

Any employee who desires course work from an accredited college or university to apply toward an educational lane change on the salary schedule must file a written notification form with the Superintendent for approval prior to taking the class. Only graduate courses from recognized colleges or universities, and in the field in which the employee is currently teaching, will be approved by the Superintendent. The Superintendent may grant prior approval to special cases.

Following completion of a graduate level course, the employee must submit an official grade reporting notice from the college or university to the personnel director at the

Superintendent's Office. The employee will receive an update on credit status each time the employee submits a new transcript or proof of completion indicating that the credit has been earned and received. When an employee wishes to move from one educational lane to another, an official transcript/transcripts of all classes taken that qualify for the lane change is required. To move to the master's lane, the submitted transcript must have the degree conferred and posted on the transcript.

Employees who anticipate advancement on the salary schedule for the following year must file the Advancement of the Salary Schedule form by March 31 of the year preceding the anticipated move. All verification of course work must be received by September 10 of the same calendar year. Temporary advancement will occur based upon grade reports received by September 10. Advancement is not permanent until an official transcript is received. Official transcripts must be provided by October 10 of the same calendar year.

Credit will be given for up to eight (8) years of previous experience if within the last ten (10) years, providing it is the type and field that would be approved by the administration. Nurses who have obtained a BSN shall be placed on Salary Schedule A. Nurses hired to the district who have earned the status of Registered Nurse (RN.) shall be placed on Salary Schedule B.

C. Other Information

If a secondary employee is needed to teach an overload class that eliminates the employee's preparation time (teaching more than seven (7) periods per day under an eight (8) period system), the employee will be compensated 12.5% of the current base per semester for that year.

D. Sick Day Leave Buy Back

Available to employees who have completed at least fifteen (15) years of continuous service to the District and who are leaving the District

1. Fifteen (15) to nineteen (19) years in District. Buy back rate of 25% of current substitute rate based on the number of unused sick leave days accumulated up to 120 days.
2. Twenty (20) years or more in District. Buy back rate of 50% of current substitute rate based on the number of unused sick leave days accumulated up to 120 days.

The sick day leave buy back option will not be available to any employee who is discharged.



## SECTION 11 INSURANCE

### A. HEALTH INSURANCE

The District agrees to provide full-time employees insurance protection. Health payments of 80%/20% are extended to employees as outlined in the "Group Plan - Columbus Community Schools". Deductibles are \$750/\$1,500 for all employees. Employees are also entitled to a drug card set at \$10/\$30. An Rx deductible of \$50 single/\$100 family applies to purchase of brand name prescriptions. Reference the insurance policy for details.

Employees will make the following contribution to their monthly insurance costs:

Single plan - \$5.00 (regardless of when hired)

Two-person plan - \$50.00

Family plan - \$100.00

All employees hired for the 2002-2003 school year, and those hired thereafter shall receive up to \$600.00 per month toward monthly premium.

### B. LIFE INSURANCE

All employees shall be covered by a \$30,000 life insurance policy. Employees may purchase additional life insurance, if allowed by the carrier.

### C. WORKERS COMPENSATION

Each employee shall be covered by Workmen's Compensation, paid for by the District. The amounts payable under sick leave shall be reduced by amounts payable under Workmen's Compensation.

### D. LIABILITY INSURANCE

All employees shall be covered by a school financed liability insurance covering job-related performance of duties.

### E. DENTAL INSURANCE

Dental coverage for the individual employee as outlined in Group Plan I. Disability insurance for the individual employee is set at a rate of 66-2/3%.

### F. PHYSICALS

\$35.00 shall be paid towards the cost of a physical, to the employee's doctor, in the year said employee is required to obtain a physical by the District.

G. FLEXIBLE BENEFIT PLAN

The District will provide a Flexible Benefit Plan subject to IRS regulations and plan documents.

ADD SCHEDULE A HERE

Include the following language as part of Schedule A

The Teacher Salary Supplement (TSS) will be indexed. TSS payments will be paid over twelve (12) months. Five percent (5%) of the TSS Aid and Levy amount will be held by the District to ensure sufficient funding for possible changes in staff from year to year. The District share of payroll taxes will be deducted before indexing. Payroll will need to be finished in order to figure any additional TSS amount to be paid. Any additional TSS amount will then be indexed and distributed in the final paycheck.

ADD SCHEDULE B HERE

ADD SCHEDULE C HERE

Include the following language as part of Schedule C

All employees will work a minimum of three (3) events, but will not be required to work more than three (3) events. Employees working one (1) event will receive an individual activity pass. Employees choosing not to receive a family activity pass will be compensated at the rate of \$40 per event after the initial one (1) event or after three (3) events if choosing a family activity pass. The initial one (1) to three (3) events worked will be self-selected as long as the employee is qualified to work the event.